



JOB POSTING: FULLTIME POSITION Janitor – Alderville Community Centre

Interested Candidates: Applications **must** include a cover letter, resume and three work-related references and/or letters of reference.

Job Scope: Reporting into the Community Centre & Events Coordinator, the **Janitor** is responsible for providing detailed janitorial services at the Alderville Community Centre.

This is a *permanent part-time position* at three (3) days per week or the equivalent of 22.5 hours per week. Must be flexible and available for on-call after hours and during weekends as required.

Duties & Responsibilities:

Key Job Functions:

- Clean all rooms in the Community Centre (foyer, gym, kitchen, bar, bathrooms, stage, janitors room, boiler room, storage and offices)
- Sweeps and mops floors using industrial floor machine
- Vacuums mats
- Wash windows
- Empties garbage and recycling; places recycling at the highway to be picked up on designated garbage day
- Cleans & disinfects washrooms (toilets, sink, mirrors, vanities, taps and restock all dispensers)
- Sanitizes door knobs and public railings daily
- Cleaning of kitchen area (may include interior cleaning of refrigerators and appliances)
- Replenishes cleaning and toiletry supplies
- Laundry

Related and other duties:

- Monitors plumbing and fixtures for leaks and proper operations
- Monitors safety equipment (extinguishers, smoke detectors)
- May include snow removal and clearing of public walkways, salting & sanding
- Other duties as may be developed or required

Minimum Qualifications:

- Grade 12 or equivalent experience and a minimum of 1-2 years related work experience
- Knowledge of WHMIS and MSDS considered a definite asset
- Must be in excellent physical condition and able to lift, push and pull up to 30 pounds
- Must have valid Class 'G' driver's license with reliable method of transportation
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered)

Preferred Experience:

- Experience with Health & Safety procedures
- Working knowledge of indoor cleaning and maintenance
- Excellent written, verbal communications skills
- Strong organizational skills and ability to prioritize
- Initiative and ability to work independently to meet deadlines
- Ability to analyze problems, recommend and implement solutions

- Good interpersonal skills to deal with community residents
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is \$14.46 - \$15.23 per hour

Deadline to Apply: Tuesday, October 9, 2018 @ 4:30p.m.

How to apply: Applications must include a cover letter, resume and three work-related references and/or letters of reference.

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mailed to: mlevesque@alderville.ca

Fax to: (905) 352-3242

Mailed to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque **Re:** Janitor - ACC

For full job description, contact Melissa Levesque at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

Chief and Council retain the right to make the final decision on the selection of the successful candidate.